



DEPARTMENT OF RETIREMENT/LEAVE/UNEMPLOYMENT COMPENSATION

LEAVE SECTION

1500 Biscayne Boulevard, Suite 215
Miami, Florida 33132

REQUEST FOR TEMPORARY MILITARY LEAVE

(DATE)

This form must be completed by persons requesting Temporary Military Leave in accordance with Board Rule 6Gx13-4E-1.11 and the various negotiated agreements. (A copy of the military orders must be attached.)

The completed form should be transmitted to the Leave Section, Office of Human Resources at least three (3) weeks prior to the first day of temporary military leave.

The supervisor shall attach the approved form to the payroll report and retain a duplicate for the work location file.

If temporary military leave is taken which begins in one payroll period and ends in another payroll period, two requests should be completed. List the dates of leave during one payroll period on one form and the dates of leave during the next payroll period on the other form.

Name _____ Employee No. _____

Position _____ hereby requests temporary

military leave for the following dates _____

to attend the activity described in *detail* (to include location of event) below:

Employee Signature _____ Work Loc. No. _____

(Approved by)

(School/Department)

FOR LEAVE SECTION USE ONLY

Approval is contingent upon the availability of unused temporary military leave which cannot exceed thirty (30) days per calendar year.

Approved by _____ Date _____
(Superintendent or Designee)